

PHASE I: PROJECT INITIATION AND DATA COLLECTION

The consultant team will work with the Group of Four (G4) to organize and begin the implementation of a cooperatively developed multi-jurisdictional plan in accordance with the G4 and Working Group's adopted mission statement that elicits and solicits broad-based community opinion and input on the future of the Big Darby Watershed with significant emphasis on protecting and improving the watershed's ecosystem. For the purposes of this scope of services the Group of Four (G4) refers to a representative subset of the ten jurisdictions comprising the Accord. Composition of the G4 includes one representative each from the City of Columbus, Franklin County, Townships and Suburban Municipalities. The Working Group refers to appointed representatives from each of the ten jurisdictions within the Accord – Franklin County, City of Columbus, City of Hilliard, Village of Harrisburg, Brown Township, Norwich Township, Pleasant Township, Prairie Township, and Washington Township. The Client Group is comprised of the elected leadership of each of the jurisdictions. The Project Liaison is the Columbus Planning Division. The Consultant Team refers to EDAW and subcontractors. EDAW will work with the G4 to conduct and coordinate meetings and activities with stakeholders and conduct appropriate neighborhood workshops and other outreach activities. The governance and decision-making protocol of the G4 will be consensus driven. The G4 will work closely with the EDAW team and be responsible for relaying information to the Working Group in a timely manner to maintain the project schedule and working with the Project Liaison and EDAW to convene meetings of the Working Group at appropriate times to jointly review materials and reach consensus. EDAW will participate in conference calls at applicable times during the process with the G4 to review information and solicit direction. Conference calls will be initiated by the G4 with EDAW joining as requested. EDAW will continue to advise the G4 on suggested roles and responsibilities and protocol to ensure that decisions are reached and progress continues.

During Phase I, and throughout the entire planning process, EDAW will submit web-ready electronic copies of all project deliverables to the Project Liaison who will distribute them to the G4 and Working Group, make them available to stakeholders, as necessary, and facilitate posting of materials to a designated project website. General notice and web links to draft work product on a project will be made by the Project Liaison.

Meeting summaries and technical memorandums will also be provided electronically. It will be the responsibility of the G4 and the Project Liaison to consolidate all comments from the Working Group and provide clear direction back to the consultant team for incorporation into the work products. The G4 and Project Liaison will be responsible for mailing meeting notices and materials, coordinating meeting times and locations, and other necessary preparations.

Due to the aggressive project schedule, upon Notice to Proceed the EDAW team will begin work simultaneously on Phase I, Tasks 1.1 through 1.6, and Phase II, Tasks 2.1 through 2.6. The work associated with each phase and task will be documented in monthly progress reports. The meeting summary and schedule, provided on page 16 of this Scope of Services, identifies project tasks and estimated timeframes for completion. Work products are identified for each task and correlate to the overall project budget.

TASK 1: PROJECT INITIATION

Task 1.1: Project Kick-off

The EDAW team will begin the project by having a three-day kick-off meeting including a tour with the G4 and others (if applicable) to finalize the project work plan and project schedule. The kick-off meeting will serve as a way to make sure all the participants in the study understand the schedule, expectations and products that will be prepared for each task. The EDAW team will initiate a very open and honest discussion with the G4 and Client Group that focuses on what everyone hopes to see as the end result of the study. This information will be referenced throughout the study to remind the EDAW team, the G4 and Client Group of what we want to achieve.. In addition, it is recommended that the EDAW team and the G4 participate in a site area tour. The purpose of this tour is to facilitate a discussion about the key issues, concerns and opportunities for the planning process. The team would observe vital “natural” areas within the watershed, existing land uses, assessing existing developments that do and do not incorporate “conservation” development practices. The G4 will organize the study area tour and provide transportation. EDAW will also begin stakeholder interviews during this three day period.

Attendees: EDAW, EMH&T, MSI, SZD, OSU

Task 1.2: Finalize Community Participation Program

A part of the kick-off meeting will be devoted to the finalization of the Community Participation Program for the watershed planning process. This program will identify key points in the planning process when the public will be provided an opportunity to identify issues which concern them early in the process and comment on various aspects of the draft Watershed Plan later in the process. The EDAW team will also identify methods for public participation which may include use of focus groups, web site, survey or questionnaires, or others deemed appropriate. The tools or methods finally selected will be based on consultation with the G4. The Community Participation Program will be summarized in a 6-8 page memorandum.

Lead: EDAW with support from MSI

Task 1.3: Collect and Review Existing Mapping and Data Sources

The EDAW team will identify, obtain and review available data sources, previous studies, and other resources to accomplish the watershed planning tasks. This includes review of documents and studies previously prepared addressing the watershed in Franklin County, such as the following:

- Environmentally Sensitive Development Area External Advisory Group
- Hellbranch Forum
- 21st Century Growth Policy Forum
- Ohio EPA’s TMDL Study
- Darby Creek Stormwater Standards and Strategies
- Existing Municipal, County, and Township Plans
- Other studies as identify by the G4 and Working Group

Lead: EDAW with support from EMH&T, MSI, OSU, and TransAssociates. MSI will play a major role in summarizing relevant data from existing Municipal, County, City and Township sources including, but not limited to, future development areas and conservation areas, zoning and other relevant issues. EMH&T will take a lead role in summarizing relevant data from environmental technical reports and gathering mapping resources, with support from EDAW. The OSU Agricultural Extension Service (OSU) has been engaged as a local resource to serve in an advisory role in interpreting technical data and providing input on process, methodology, and products. OSU will also provide any applicable existing background data that is available. Information from these analyses will be formulated into a 20 to 30 page memorandum that summarizes relevant planning and environmental considerations, lists available mapping resources and identifies gaps in data.

Task 1.4: Prepare Watershed Mapping – Existing Conditions

The team will prepare a comprehensive GIS-based mapping product that includes a compilation of vital information to support the watershed study initiatives. The mapping product will be based on available published information and will include cultural resources and environmentally sensitive areas within the watershed, watershed boundary and hydrography data, soils information, roads, political boundaries, flood hazard data, zoning and topography. Other information will be added to the mapping product as the study progresses. In addition to the mapping The EDAW team will identify data gaps or issues related to the existing mapping to be addressed later in the process. The number of maps produced and the scale will depend on the quantity of data.

Lead: EDAW, EMH&T, and OSU. EMH&T will take the lead in gathering technical data from available sources and developing the base GIS system that will be used for analysis in Phase II. It is assumed that certain data sources will require additional analysis to create needed layers (i.e. topography will be utilized to generate slope). EMH&T will perform and document these additional analyses under the direction of EDAW and with advisement from OSU. The OSU Agricultural Extension Service has been engaged as a local resource to serve in an advisory role in interpreting technical data and providing input on process, methodology, and products. Final mapping products will be produced by EDAW.

Task 1.5: Conduct Stakeholder Interviews

As part of the analysis phase of the work, our team will interview up to 20 key stakeholders via telephone, one on one, or in small groups settings. The G4 will provide a list of these key stakeholders and their contact information. EDAW will set aside up to three full days on-site for completing the stakeholder interviews; one of these full days will occur during the Kick-Off meeting described in Task 1.1. The G4 and the Project Liaison will be responsible for contacting stakeholders and scheduling interviews during the available three-day period. The purpose of these interviews will be to gain an understanding of the project issues from a variety of perspectives and help develop project goals and objectives that include extensive involvement from the community. The EDAW team will prepare a questionnaire as the basis for these interviews and will summarize the results based on the questionnaire in a memorandum. The content of the questionnaire will be reviewed with the G4 prior to proceeding with the interviews.

In addition, during critical points of the planning process, as shown in the attached “Meeting Summary and Schedule,” draft work product from EDAW and its sub consultants will be available for review and comment by the following stakeholders within a specified length of time: Ohio Department of Natural Resources; Darby Creek Association; The Nature Conservancy; Franklin Soil and Water Conservation District; Columbus and Franklin County Housing Trust Corporation; Building Industry Association of Central Ohio; United Way of Central Ohio; and other persons/parties identified by the G4. The G4 and Working Group will work with the consultant to ensure that these groups are provided with an adequate length of time to review and provide comments on draft work products.

At the completion of Phase I, EDAW and the G4 will revisit the Scope of Services, during which time EDAW and the G4 will reevaluate the strategy for stakeholder involvement. EDAW will recommend a process, number of meetings, level of involvement and any fee adjustments, which may be necessary as a result.

Lead: EDAW with support from EMH&T, MSI, TransAssociates, SDZ. EDAW and MSI will attend three days of interviews, with support from EMH&T, TransAssociates, and SZD during those interviews that are deemed most appropriate for their attendance. Follow-up interviews beyond the three-day period will be lead by MSI, with support from EMH&T, TransAssociates and SZD as needed.

Task 1.6: Survey of Implementation Tools

The EDAW team will begin working on a review of tools and mechanisms that will facilitate implementation of a cooperatively developed multi-jurisdictional plan in accordance with the G4 and Working Group’s adopted mission statement. The EDAW team will prepare an initial list of implementation tools and mechanisms that protect water quality in the Big Darby watershed; promote responsible growth and affordable housing; and create partnerships for cooperative provision and use of public facilities and services to be considered during later phases of this study. During this task SZD will meet with the G4 and others, as applicable, to discuss implementation opportunities and gain a full understanding of the environment in which the tools will need to operate. The EDAW team will prepare a brief description of each available tool and mechanism and provide an assessment of the pros and cons related to their implementation. This task will allow us to determine the nature of implementation tools to be developed with the G4 for use in the Darby Watershed in Franklin County. This information will be summarized in a 10-15 page memorandum.

Lead: SZD

Phase I Products:

Technical Memoranda summarizing:

- Refined project schedule and progress reporting requirements
- Public information and outreach program
- Memorandum summarizing the results of stakeholder interviews

- List of existing data and additional data requirement; compiling the planning approaches recommended to this point, assessing similarities and differences among the various initiatives and how that information will be incorporated into the continued effort
- List of existing mapped information and additional mapping requirements
- Implementation Tools Memorandum
- A comprehensive GIS base map of the watershed study area

Meetings:

- (#1) Kick-off meeting: 3 full days/3 nights

At the completion of Phase I, EDAW and the G4 will re-evaluate this Scope of Services in reference to the community involvement approach for Phase II. Revisions to the Scope of Services will be approved by EDAW and the G4.

PHASE II: ANALYSIS, PLAN DEVELOPMENT, AND IMPLEMENTATION

TASK 2: DATA ANALYSIS

The consultant team will work together to analyze existing data and perform analyses on community and economic development considerations, environmental and water resource conditions, land use, zoning and planning factors, community facilities, and transportation factors. The analysis will include the synthesis of this data into the GIS system, as needed and available, to provide the basis for alternative development scenarios.

Task 2.1: Update General Community and Economic Development Profile, Data and Base Maps

The team will inventory existing general community trends per 2000 Census data. The focus will be on the analysis of likely current and future economic forces and impacts on the watershed. The data and mapping update would analyze and build upon, where appropriate, the work already accomplished by the MORPC as part of the Regional Plan effort. This will include:

- | | |
|----------------------|----------------------|
| • Population Density | • Population Trends |
| • Population Growth | • Age of Housing |
| • Housing Values | • Development Trends |

As part of this task, the EDAW team will evaluate and determine data requirements for the planning process and prepare tables, charts and figures as required.

Lead: EDAW and MSI

Task 2.2: Inventory and Analysis of Environmental and Water Resource Conditions

EMH&T, with guidance from EDAW and OSU will be responsible for the environmental analysis of the watershed, which will include mapping and analysis of available data for water quality, stream networks, watersheds, topography, soils, groundwater recharge areas, floodplains, impervious cover,

climatological parameters, designated environmentally sensitive areas and outstanding resource waters and habitats, including threatened and endangered species. Also included in the analysis will be a baseline assessment of the major tributary streams to Big Darby Creek, incorporating limited field reconnaissance along these streams. The assessment will be based on generally accepted methods for qualifying the physical condition of a stream, identifying locations of degradation or impaired and modified stream reaches. EMH&T will include in this analysis any previously published and readily available information regarding observed aquatic and terrestrial habitat conditions associated with tributary streams.

Lead: EDAW, EMH&T, and OSU. EMH&T and EDAW will work closely together in this analysis. EMH&T will perform technical analysis under the direction of EDAW and with advisement from the OSU Agricultural Extension Service. The OSU Extension has been engaged as a local resource to serve in an advisory role in interpreting technical data and providing input on process, methodology and products. Final mapping products and related databases will be produced by EDAW.

The G4 will be responsible for retaining permission from private property owners to access their property for the purpose of field reconnaissance. The G4 will handle all correspondences related to establishing permission for access.

Task 2.3: Inventory and Analyze Land Use, Zoning and Comprehensive Plans

The consultant team will assess existing study area land use patterns, land cover and zoning. Comprehensive plans, capital improvement plans and any regulatory or incentive based policies and guidelines regarding erosion control, stormwater management, riparian buffers, greenspace protection and other growth management tools will be reviewed.

The land use categories will include the following land uses, and others as appropriate:

- Residential (by density)
- Commercial
- Industrial
- Recreational
- Institutional
- Undeveloped Areas

Lead: EDAW and MSI with support from OSU and EMH&T. MSI will verify existing land use patterns as needed to ensure plan information is accurate. The OSU Agricultural Extension Service has been engaged as a local resource to serve in an advisory role in interpreting technical data and providing input on process, methodology, and products.

Task 2.4: Inventory and Analyze Community Facilities and Services

The consultant team will collect, update, and analyze information concerning community facilities and services. The EDAW team will review information regarding the existing level of service for

public facilities and services as well as available capacity to expand services. This task will include an inventory and analysis of the following characteristics:

- Parks and Recreation
- Water and Sewer
- Library Services
- Police and Fire Protection
- Primary and Secondary Schools

With regard to public utilities, such as water and sewer, the consultant team is well versed in the existing public utilities currently in operation within the study area and the planned service area of the City of Columbus. Ultimately, this planning initiative will consider each of the service providers and how the study area can best be served in a way that addresses all components of the project mission statement. Presently, the City of Columbus is engaged in the Sewer Evaluation and Capacity Assurance Plan (SECAP) to look at the expanded facilities boundary for sanitary sewer service that includes portions of the study area. The consultant team will coordinate with the G4 and Working Group on assessing the implications of integrating the results of that study into the planning initiative.

Lead: EDAW and MSI with support from EMH&T.

Task 2.5: Inventory and Analyze Transportation Systems

The consultant team will collect, update and analyze information concerning the transportation system. This task will include an inventory and analysis of both existing networks and systems and planned improvements of the following characteristics:

- Highway Network – the consultant team will obtain and review information from the Ohio DOT and the County Engineer’s office regarding roadway improvements and future roadway expansion plans.
- Bus Service – the consultant team will obtain and review information from the Central Ohio Transit Authority (COTA) and MORPC regarding regional planning initiatives for mass transit within the watershed.
- Rail System - the consultant team will obtain and review information from rail authorities and MORPC regarding rail system planning initiatives, including regional freight and potential passenger rail services within the watershed.

TransAssociates has been working with MORPC, the Franklin County Engineer’s Office, Washington Township, and the cities of Columbus, Hilliard, and Dublin on a thoroughfare plan for Northwest Franklin County. This work will create a good foundation for the assessment of transportation needs in the area and can be readily expanded to include the Big Darby Watershed area. This Scope of Services assumes a primarily qualitative analysis and does not include the use of the MORPC traffic modeling.

Lead: TransAssociates with support from EDAW.

Task 2.6: Stakeholder / Public Outreach Session #1

Conduct one (1) informational meeting with the community and one (1) informational meeting with the stakeholders to solicit public comment on Existing Conditions and Analysis. During this three day trip, the consultant team will meet with the G4 and the Working Group, as requested by the G4, to review information and discuss public feedback. The EDAW team will use this forum to identify community and stakeholder problems, issues and goals and objectives, as well as frame a vision for the Big Darby Creek Watershed in Franklin County. Potential stakeholders for this and other outreach elements include:

- Property owners and residents
- Franklin County officials
- Mid Ohio Regional Planning Commission
- Metro Park officials
- Prairie, Pleasant, Brown, Norwich and Washington Township officials
- Columbus, Hilliard, Grove City and Harrisburg officials
- Columbus Public Schools, Hilliard City Schools and South-Western City
- Schools officials
- Columbus Metropolitan Library
- Franklin Soil and Water Conservation District
- Ohio Environmental Protection Agency
- Ohio Department of Natural Resources
- The Ohio State University Extension Office
- Army Corps of Engineers
- Environmental advocacy groups, development interests, affordable housing groups, social service agencies and all other appropriate interests

The EDAW team will also use this opportunity to present information on the current condition of the watershed and seek input to develop an analysis model that will be used in later tasks of the study. Technical experts will be on hand to help explain issues in understandable language to provide stakeholders with a clear picture of watershed issues. Materials such as Powerpoint briefs, fact sheets, and displays will be used to convey this information. Stakeholder and community feedback, goals and objectives and the vision will be summarized in a 10 to 12 page electronic memorandum. The G4 will be responsible for arranging an appropriate location for the meeting; it is recommended the stakeholders meeting occur early in the day, with the community meeting held later that evening. The G4 will provide advertising and notice of the meeting to the press and other interested parties, and assist with providing photo copies of meeting materials such as agendas, fact sheets, and presentation copies.

Lead: EDAW with support from MSI, EMH&T, TransAssociates, SZD and OSU.

Task 2.0 Products:

- Results of Inventory and Analysis (see Tasks 2 to 2.6, above) to establish framework for preparing plan elements

- Draft Technical Memoranda describing community and stakeholder problems, issues, goals and objectives
- Community meeting materials including Powerpoint briefs, fact sheets, and map displays. The G4 will assist with providing copies of certain materials.
- Working Draft Vision statement
- Background data assembled to guide preparation of various plan elements

Meetings:

- (#2) Wrap Up Stakeholder Meetings/Team Session: 2 full days/2 nights
- (#3) Stakeholder/Public Outreach Session #1 with G4, stakeholders and public to review data and begin discussing alternatives: 3 full days/2 nights
- Participate in G4 Initiated Conference Call Meetings

Task 3.0 ALTERNATIVES ANALYSES

Task 3.1: Prepare Draft Watershed Model

A key task in this Phase will be to select and develop a watershed model framework that has sufficient capability to demonstrate the results of different land-use scenarios on water quality within receiving watercourses, in the support of the analysis for various land development scenarios. The goal is to establish a GIS-based model capable of describing observed water quality conditions in the watershed at selected points of interest and then determining the impact on those conditions associated with various assumed development scenarios.

EDAW, EMH&T, and OSU will participate in a work session with the G4 to develop preliminary objectives for the model and develop the model framework and parameters associated with the baseline (existing) conditions of the watershed. The model platform will be consistent with those used by the EPA to measure and analyze water quality constituents in rivers and streams. The model will be supported by the prepared GIS mapping of the watershed and associated databases, capable of transforming the available watershed data into useful modeling input parameters that will help in evaluating the various development scenarios.

The model simulation of existing conditions within the watershed will be based on current land use conditions and the observed water quality of the receiving watercourses, represented by the Ohio EPA's TMDL information. It is assumed that the TMDL information will be published and available prior to the start of this effort. The selected model application will be capable of analyzing water quality constituents under varying proposed land-use conditions within the watershed for evaluation against the published baseline information.

For the purpose of this proposal, it is assumed that the limitations listed below will apply to this effort.

1. The modeling will account for no more than 3 different development scenarios.
2. The model will be prepared in sufficient detail to analyze conditions on a regional basis, only considering potential land use changes on a large scale.

3. The modeling will rely on nationally published data for constituents in stormwater runoff to predict the impact on water quality under urbanizing conditions.
4. The model will provide separate iterations for the development scenarios with and without the implementation of potential water quality controls.

Lead: EMH&T and EDAW with support from OSU and MSI. The OSU Agricultural Extension Service has been engaged as a local resource to serve in an advisory role in interpreting technical data and providing input on process, methodology, and products.

Task 3.2: Prepare Draft Alternatives

Informed by the inventory and analysis work of Phase II and input to-date from the stakeholders and public, the team will generate watershed planning alternatives based on different approaches to land use planning / development. Alternatives will be based on an established planning time horizon such as 2025. These alternatives will also include ideas about strategies and policies that would potentially support each of the alternatives. Advantages and disadvantages of each would be outlined to facilitate selection of alternatives. The relevant data related to a decision concerning selection of implementation measures would also be presented.

The draft alternatives represent a critical step in the planning process since they will provide the G4, Working Group, stakeholders and Community Groups with the opportunity for full and open discussion of the range of identified issues. Through the alternatives discussion, the stakeholders and the public will develop an understanding of the link between objectives and the technical regulations, ordinance modifications, public policies and incentives needed to implement proposed recommendations.

Maps, diagrams and text describing the problem diagnosis, articulation of goals, predictions and projections, feasibility analysis and implementation measures will be assembled into a series of Technical Memoranda for review with the G4, Working Group, stakeholders and community. These Memoranda will also serve to outline the framework for the Draft Big Darby Creek Watershed Master Plan document.

Once the land use alternatives are agreed upon, the model will be used to assist in translating each option into an understanding of potential future conditions of the watershed. To compare the land use alternatives, the G4, with assistance from EDAW, will develop a list of balanced project objectives that will be used to formulate evaluation criteria to compare the alternatives. This information will be formatted to help ensure communication of this technical analysis to the various stakeholder groups and the community. The EDAW team will meet with the G4 and the Working Group, as requested by the G4, to discuss the alternatives and review implementation during a one day trip. This meeting will involve the review of the alternatives and provide analysis (pros and cons) of how each alternative might impact the watershed and or what would be required to implement the specific alternative. This process will help eliminate unrealistic options and focus on the potential solutions.

Lead: EDAW with support from EMH&T, MSI and OSU. The OSU Agricultural Extension Service has been engaged as a local resource to serve in an advisory role in interpreting technical data and providing input on process, methodology, and products.

Tasks 3.3: Draft Implementation Strategies

The EDAW team will prepare a set of draft Implementation Strategies. These strategies will include recommendations related to organization, responsibilities, public policies, and legal requirements for the draft land use alternatives and the overall watershed. These strategies will address both the overall jurisdictions within the study area and specific recommendations for each jurisdiction, where applicable. Implementation strategies will consider mechanisms for providing adequate public facilities through joint agreements and cooperation between member jurisdictions. This information will be summarized in a 10-20 page technical memorandum.

Lead: EDAW and SZD, with support from EMH&T MSI

Task 3.4: Stakeholders / Public Outreach Session #2

Conduct one (1) meeting with the community and one (1) meeting with the stakeholders to review the draft alternatives. During this three day trip, the consultant team will meet with the G4 and Working Group, as requested by the G4, to review information and discuss public feedback. The purpose of these meetings is to seek consensus on plan initiatives, concepts and selected alternatives that will be reflected in the first draft of the Big Darby Creek Watershed Master Plan, and establish the plan's conceptual framework. Based on Community and stakeholder input, the Vision Statement and the Problems, Issues, Goals and Objectives Statements initiated in Phase I will be revised. Materials such as Powerpoint briefs, fact sheets, and displays will be used to convey information. Stakeholder and community feedback from the meeting will be summarized in a 10 to 12 page electronic memorandum. The G4 will be responsible for arranging an appropriate location for the meeting; it is recommended the stakeholders meeting be held early in the day, with the community meeting held later that evening. The G4 will provide advertising and notice of the meeting to the press and other interested parties, and assist with providing photo copies of meeting materials such as agendas, fact sheets, and presentation copies.

Lead: EDAW and SZD, with support from EMH&T MSI

Task 3.0 Products:

- Alternative Watershed Concept Plans
- Technical Memorandum of draft Implementation Strategies
- Community meeting materials including Powerpoint briefs, fact sheets, and map displays. The G4 will assist with providing copies of certain materials.
- Technical Memorandum describing input from stakeholder and public meetings
- Revised Vision, Community and Task Force Problems, Issues, Goals and Objectives Statements

Meetings:

- (#4) Alternatives/Implementation Discussion Meeting: 1 day/1 night

- (#5) Stakeholder/Public Outreach Session #2 with G4, Working Group, stakeholders and public to review data and begin discussing alternatives: 3 full days/3 nights
- Participate in G4 Initiated Conference Call Meetings

TASK 4: DRAFT WATERSHED PLAN

Task 4.1: Prepare Draft Big Darby Watershed Plan

Using the results of Task 3, the consultant team will prepare an internal Draft Big Darby Watershed Master Plan that will include a land use plan and appropriate elements of the Watershed Plan document. Each element will be reviewed and discussed with the G4 and stakeholders. After addressing the comments from these reviews, a final draft plan will be prepared for public review and comment. Due to the graphic nature of the Plan, it will be prepared using Adobe InDesign in an agreed-upon layout. The report will be provided in PDF format and in hard copy. The team will prepare the following components as part of the Big Darby Draft Watershed Plan:

- A Draft Executive Summary that incorporates statements of goals, objectives, principals, development policies, a land use plan and development standards. Lead: EDAW with support from MSI
- A Draft Environmental Component which will include identification of areas to be preserved and protected and the impact of development in other areas. This section will also address recommendations on stormwater management controls that would address concerns regarding degradation attributed to development. Lead: EDAW and EMH&T with support from OSU. The OSU Agricultural Extension Service will serve in an advisory role.
- A Draft Land Use Component which illustrates a recommended pattern for land use and identifies key locations targeted for development or redevelopment. This component will identify any current Comprehensive Plan or Zoning Plan issues and recommend changes to these policy documents to implement the plan. Lead: EDAW with support from MSI, SZD.
- A Draft Community Facilities and Services Component that will identify implementation recommendations to satisfy infrastructure and facility needs in study area. This will include policies for the cooperative provision and use of public facilities and services. Lead: EDAW and EHH&T with support from MSI.
- A Draft Thoroughfare Plan that includes recommended transportation improvements, changes to the improvements plans and improvements already underway. The EDAW team will also identify and discuss critical transportation issues. In order to define transportation requirements, it may be necessary to engage MORPC to apply their regional travel demand model. This model may be needed to test “high”, “medium”, and “low” density land use scenarios. Under a “high” land use scenario, transportation demands may call for significant infrastructure improvements; whereas, a “low” density land use scenario may permit roadways to remain in their current configuration and character. This effort will try to balance the land use patterns with transportation needs. The expansion and refinement of the Northwest Franklin County model

may be necessary to help define an appropriate thoroughfare plan for the area. Lead: EDAW and TransAssociates.

- A Draft Economic Development Component that outlines strategies for maintaining a healthy balance between community, environmental protection needs and business interests. Implementation strategies will target areas for protection, development and redevelopment, identifying recommended incentives and controls to ensure appropriate economic development within the study area. This section will also address ways of ensuring various types of development occur including differing housing types. Lead: EDAW and MSI.
- A Draft Development Standards Component that will provide guidance on how various types of development should occur, how developments should be clustered, and how open space can be incorporated into these developments. It will also provide recommendations on how development can address sustainability through various techniques to improve water quality. Lead: EDAW and MSI.
- A Draft Implementation, Intergovernmental Cooperation and Enforcement Component that provides recommendations on strategies, tools, standards and techniques that will enable the Accord to effectively implement the Master Plan in a timely manner. This includes recommendations on how to coordinate the overall development review process among the Accord jurisdictions to ensure protection of the Big Darby Creek, its tributaries, and the overall watershed. The EDAW team will address coordination efforts of the Accord with those of other public and private entities as well as the coordination of the regulatory and enforcement efforts among the Accord jurisdictions and agencies. Lead: EDAW and SZD with support from MSI, EMH&T.

Task 4.2: Stakeholder and Public Outreach Series #3

Conduct one (1) meeting with the community and one (1) meeting with the stakeholders to review the Draft Plan. During this two day trip, the consultant team will meet with the G4 and Working Group, to review information and discuss public feedback. It is anticipated that some aspects of the plan will require more attention than others. The EDAW team will identify those topics that are acceptable to all parties and then focus on areas that still need more discussion and agreement. The EDAW team will explore options within each of these topic areas and provide some further analysis (pros and cons) of each of these recommendations.

During this time the EDAW team will present this information to the Client Group to seek consensus on aspects that everyone can agree upon. Additional meetings with either the full Client Group or the portions of the group that still need to reach consensus may be needed. These meetings / discussions would involve the G4 and other EDAW team members, as directed by EDAW. EDAW will participate via conference call to provide additional technical information.

In preparation for these meetings The EDAW team will prepare a summary of the Draft Big Darby Watershed Plan for the stakeholders and for public distribution describing highlights of the Plan to facilitate discussion on the most important planning issues and recommendations. Stakeholder and community feedback from the meetings will be summarized in a 10 to 12 page electronic

memorandum. Materials such as Powerpoint briefs, fact sheets, and displays will be used to convey information. The G4 will be responsible for arranging an appropriate location for the meeting; it is recommended the stakeholders meeting be held early in the day, with the community meeting held later that evening. The G4 will provide advertising and notice of the meeting to the press and other interested parties, and assist with providing photo copies of meeting materials such as agendas, fact sheets, and presentation copies.

Task 4.0 Products:

- Technical memorandum describing final review comments from stakeholder meeting and public outreach meetings
- Draft Watershed Plan (1 PDF electronic copy and 25 print copies)
- Community meeting materials including Powerpoint briefs, fact sheets, and map displays. The G4 will assist with providing copies of certain materials.

Meetings

- (#6) Stakeholder/Public Outreach Session #3 with G4, Working Group, stakeholders and public to review data and begin discussing alternatives: 2 full days/2 nights
- Participate in G4 Initiated Conference Call Meetings

TASK 5: FINAL WATERSHED PLAN

Task 5.1: Prepare Final Watershed Plan

Based on comments on the Draft Big Darby Watershed Plan, The EDAW team will revised the Draft plan and prepare a Final Big Darby Watershed Plan. The final report will be provided in PDF format and in hard copy.

Task 5.2: Task Force and Public Outreach Series #4 – Final Presentation

Present the final plan at one (1) public meeting and one (1) meeting with the stakeholders. During this two day trip, the consultant team will meet with the G4 and the Working Group, as requested by the G4, to review information and discuss public feedback, solicit comments, and in consultation with G4, revise plan elements as determined appropriate. It is anticipated that further discussion about specific final plan elements may be needed and that minor modifications will occur to some of the specific language. It is recommended that the G4 play an active role in these discussions. The EDAW team has allocated time and fee into the overall project schedule and budget to assist with the consensus building effort related to implementation. Based on the meeting summary and schedule, it is likely there will need to be follow-on meetings that our local team can participate in, as directed by EDAW, to work toward consensus.

Stakeholder and community feedback from the meetings will be summarized in an 8-10 page electronic memorandum. Materials such as Powerpoint briefs, fact sheets, and displays will be used to convey information. The G4 will be responsible for arranging an appropriate location for the meeting; it is recommended the stakeholders meeting be held early in the day, with the community meeting held later that evening. The G4 will provide advertising and notice of the meeting to the

press and other interested parties, and assist with providing photo copies of meeting materials such as agendas, fact sheets, and presentation copies.

Task 5.0 Products:

- Technical memorandum describing final review comments from Task Force and public outreach meetings
- Community meeting materials including Powerpoint briefs, fact sheets, and map displays. The G4 will assist with providing copies of certain materials.
- Final Watershed Plan (1 PDF electronic copy and 25 print copies)

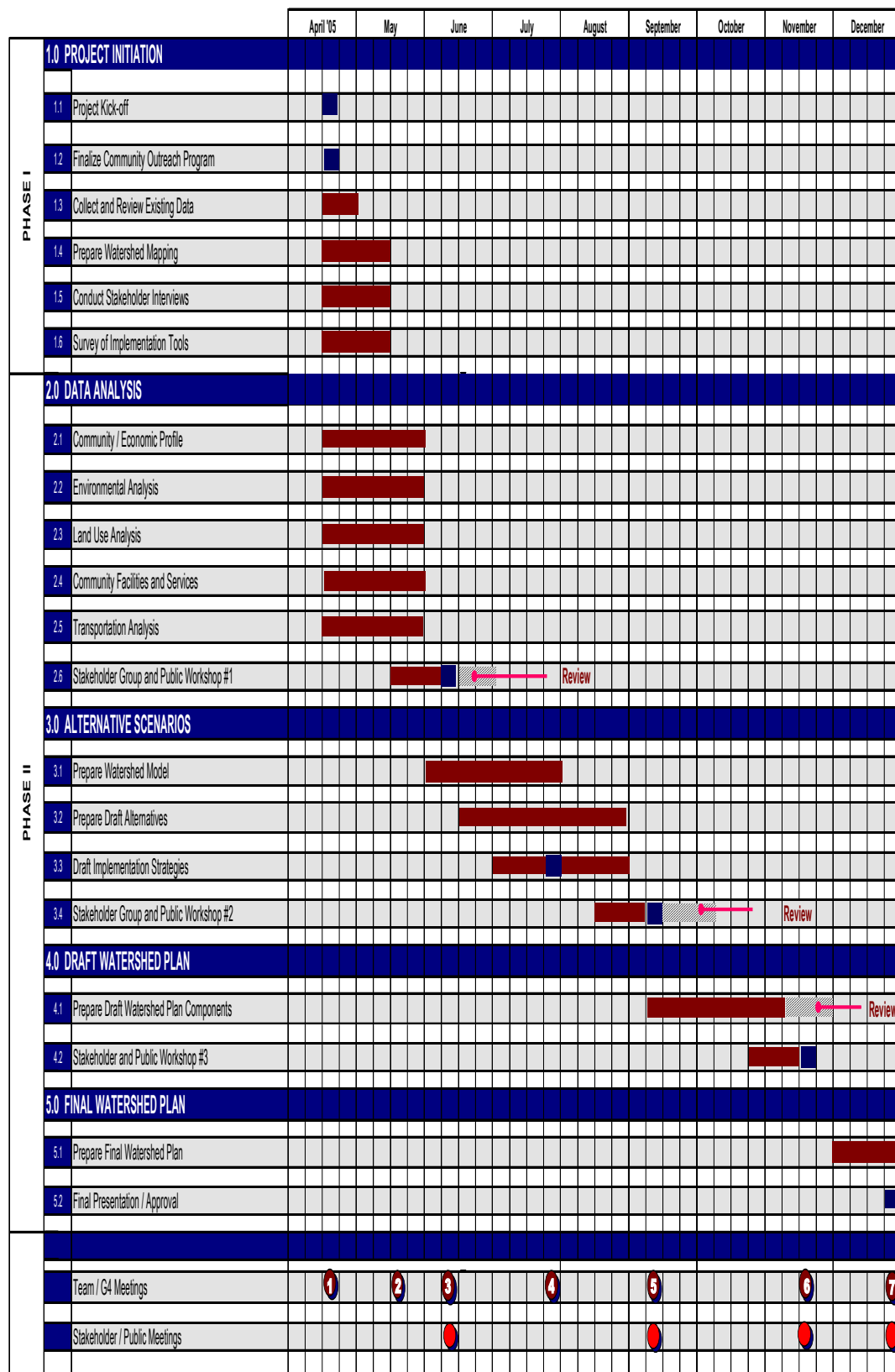
Meetings

- (#7) Stakeholder/Public Outreach Session #4 with G4, Working Group, stakeholders and public to review data and begin discussing alternatives: 2 full days/2 nights
- Participate in G4 Initiated Conference Call Meetings

Meeting Summary and Schedule:

The EDAW team schedule for completing this Scope of Services is included on page 15. A total of seven (7) G4 meetings and four (4) Public Meetings/Presentations are assumed. The length of each trip is specified at the end of each task.

Big Darby Accord, Scope of Services – April 5, 2005



EDAW Meeting

Summary:

- 1 Kick-Off Meeting (3 nights, 3 full days pending full schedule)
- 2 Finish Stakeholder Meetings / Finish Data Collection (2 nights/2 days)
- 3 G4 Meeting, Stakeholder Meeting, Public Meeting to review data with public and begin discussing alternatives with G4 (2 nights / 3 days)
- 4 G4 Meeting to review status of Alternatives including implementation (1 day / 1 night)
- 5 G4 Meeting and Public / Stakeholder Meeting to Present Alternatives and Analysis (3 days / 3 nights)
- 6 G4 Meeting, Public and Stakeholder Meetings to review Draft Plan (2 nights, 2 full days)
- 7 G4, Public and Stakeholder Meetings to present Final Plan (2 days / 2 nights)